

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND**  
**POSITION DESCRIPTION**

POSITION TITLE: FACILITIES MAINTENANCE TEAM LEADER

POSITION LOCATION: ASDB

POSITION REPORTS TO: PDSB Loss Prevention Coordinator/Business/Facilities Manager

POSITION SUPERVISES: Facilities Maintenance Tech's  
Lead Custodian  
Custodial Workers  
Groundskeeper

MINIMUM QUALIFICATIONS:

- Three years journey level experience in the construction or building maintenance field.
- Experience shall include but is not limited to: reading, interpreting, and using construction blueprints, specifications, manufacturers' instructions, calculating and measuring materials, space, etc.
- Two years experience as a supervisor.
- Must be able to safely lift 65 pounds.

PREFERRED QUALIFICATIONS:

- Four years journey level experience in the construction or building maintenance field.
- Sign language skills.
- Experience in a school setting.

MAJOR DUTIES AND RESPONSIBILITIES:

- Oversees and supervises facilities maintenance department. Duties to include but not limited to the following: Approves leave requests, does performance evaluations on staff, assisting in the resolution of grievances, taking disciplinary action when needed, and providing or arranging needed staff training. Identifies and resolves staff needs and recommends new hires. Maintains a positive work environment. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organizations and methods.
- Drafts rules, standards, codes, policies and operating procedures for work unit subject to guidelines and regulations set forth by supervisor, laws, and/or agency policies.
- Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.
- Participates in planning budgetary needs by compiling past expenditure figures and estimating future costs.
- Plans, supervises and monitors repairs, alterations and new construction to insure that it conforms to specifications, ordinances and codes. Establishes and carries out a preventative maintenance program.

PAY PLAN: <u>Classified</u>	GRADE: <u>12</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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- Assigns work to meet needs, adjusts staff and production schedules to meet personal and equipment changes, periodically inspects work of subordinates to ensure assignments are timely, safely and efficiently completed, conducts safety and security checks on buildings and coordinates contracted security work with needs of campus.
- Estimate materials and labor needed for maintaining facilities, grounds, and custodial departments. Selects, orders, receives, and distributes materials and supplies, maintains records on costs of labor and materials used and provides reports on request or as set by policy.
- Works alone or with others to meet workload demands and uses personal trade expertise in areas of work requiring those skills.
- Uses methods and practices that insure health and safety of self, staff, and students.
- Reviews and studies new technology, attending educational workshops and staff meetings.
- Confers with staff on delivery of services, responds to concerns or requests for assistance, resolves problems, and reports to Supervisor as appropriate on matters needing higher level attention.

KNOWLEDGE, SKILLS, ABILITIES:

- A thorough knowledge in all aspects relating to building maintenance.
- Excellent communication and supervisory skills.

SPECIAL REQUIREMENTS/CONDITIONS:

- Must pass a beginning sign language class at the completion of one year of employment. Must possess or obtain certification in use of chemicals by the Arizona Structural Pest Control Board within one year of employment.